



EXECUTIVE ASSISTANT

PART TIME - 22-26 HOURS

JOB DESCRIPTION

OVERVIEW:

- » Enhance effectiveness of the TBC ministries by providing personal administrative support and assistance to Executive staff.

SKILLS:

- » Writing, Reporting, Scheduling, Microsoft Office, Churchteams, Organization, Equipment/Supply Maintenance, Verbal Communication, Initiative, Confidentiality, Team Member, Attention to detail and accuracy, Adaptability

NON-NEGOTIABLE:

- » **Salvation:** Born-again (John 3:3)
- » **Maturity:** Growing in love for God and others (Matthew 22:36-40)
- » **Unity:** Embraces the over-arching vision and mission of Trinity Bible Church and works as a team member to carry out such vision. (Ephesians 4:1-16) Keeps all expectations set forth for a TBC member (i.e. adhering to our Doctrinal Statement, submitting to the leadership, etc.)
- » **Performance:** Fulfilling your role and responsibilities to the best of your ability and to the glory of God (Colossians 3:23-24)

ROLES & RESPONSIBILITIES:

- » Prepare and/or edit correspondence from executive-level pastor
- » Plan and coordinate logistics (i.e., communication, location, menu, etc.) for events
- » Manage executive-level pastor's schedule, requisition forms, and facility requests
- » Represent executive-level pastor on the Communication Team
- » Coordinate with TBC Administrative Assistants to ensure all ministries of TBC are fully supported at all times
- » Other duties as assigned

Send your resume to edavis@trinitybible.com to apply.

Trinity Bible Church, Willow Park, TX | www.trinitybible.com